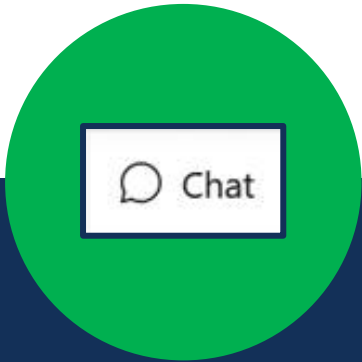




# Entity Management

*Virtual Q & A*

# Technical Session Information



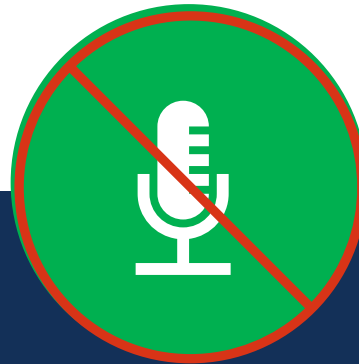
## QUESTIONS?

For technical assistance use the Chat button to alert the host. Use the Q&A feature for session questions.



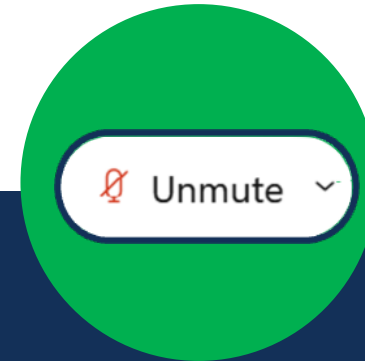
## DISABLED VIDEO

Video is disabled for all participants.



## MUTED

You are muted and cannot unmute. Attendees are muted to limit background noise.



## NO SOUND?

If you cannot hear, click the caret next to the Mute/ Unmute button. Still can't hear? Phone-in using meeting invite details.



## CAPTIONING

Live-captioning is available. Follow the instructions given in the chat.

# Submitting Questions

If you need WebEx technical assistance, please let us know using the WebEx chat.

Submit any questions you might have during the session via the WebEx Q&A function. Address the question to “All Panelists.”

The image shows a WebEx interface with a grid of five 'Attendee' boxes. A green arrow points from the 'Q&A' section of the 'Participants (5)' sidebar to a detailed view of the Q&A panel. The detailed view shows a 'Q&A' section with 'All(0)' questions. Below this is a dropdown menu labeled 'Ask:' with 'All Panelists' selected. A green box highlights this dropdown menu. Below the dropdown is a text input field with the instruction: 'Select a panelist in the ask menu first and type your question here. There is a 512 character limit.'

# Agenda

- What is an Entity?
- Roles
- DIAMD
- JustGrants

Overview

Initial  
Onboarding

Entity User  
Management

Entity Profile

Maintaining  
Entity  
Documents

JustGrants  
Resources

# Overview

# What is an *Entity*?

The word “entity” is used in place of applicant and/or recipient.

Organizational entities must register in SAM.gov in order to apply for funding in Grants.gov.

Most entities in JustGrants will be organizational entities composed of multiple individuals.

Individual entities do not need to register in SAM.gov

An entity can also be a single individual.

# Importance of the Entity Administrator

## The Entity Administrator (EA):

- is a critical user in JustGrants. Every entity must have one user designated as the Entity Administrator.
- acts as the entity's gatekeeper and bears responsibility for managing entity users, roles, and assignments in JustGrants.
- ensures the accuracy of the entity profile in JustGrants and coordinates applicable changes in SAM.gov.
- maintains entity documents within JustGrants.



# Entity Management Systems

*Three federal systems support ongoing entity management.*



**SAM.gov**

- SAM.gov is the federal government's source of truth for entity identifiers.
- Organizational entities must maintain an active registration.
- Other federal systems use entity data from SAM.gov.



**DIAMD**

- The Digital Identity and Access Management Directory (DIAMD) is DOJ's secure user management system.
- The EA determines who can access entity data and invites those individuals to be entity users.
- The EA keeps entity users and their roles up to date and re-assigns the EA role as needed.



**JustGrants**

- JustGrants is DOJ's grants management system.
- The EA assigns and re-assigns entity users to specific applications and awards.
- The EA uploads entity-level documents into the system.



# Just Grants Roles

## Entity Administrator



1 per entity

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has legal authority to accept or decline an award.

## Authorized Representative



1-2 per application/award

Accepts or declines awards on behalf of an entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

## Application Submitter



1-3 per application

Completes and submits applications on behalf of an entity, including Entity disclosures, assurances, and certifications requirements.

## Grant Award Administrator



1 per award

Submits programmatic award requirements including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.

## Alternate Grant Award Administrator



1 per award (optional)

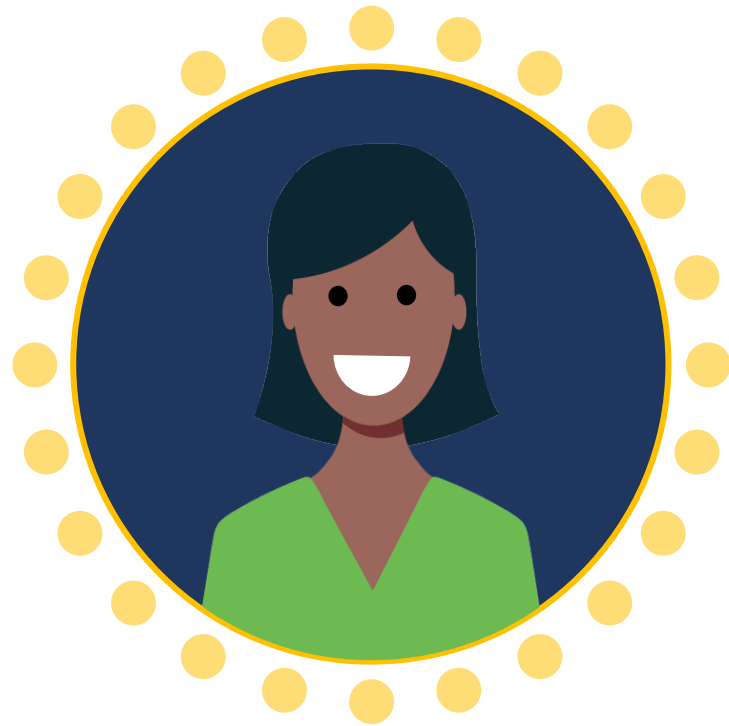
Supports the Grant Award Administrator in completing programmatic award requirements including submitting GAMs, deliverables, and assigned PRs.

## Financial Manager



1 per award

Certifies and submits the Federal Financial Report (FFR) on an entity's behalf.



1 per entity

## Entity Administrator

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has legal authority to accept or decline an award.



1-2 per application/award

## Authorized Representative

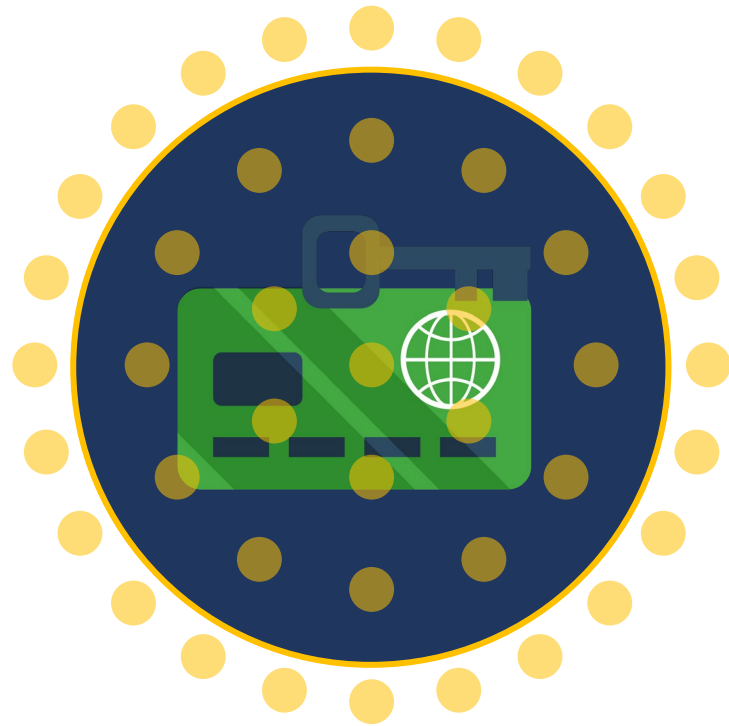
Accepts or declines awards on behalf of an entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.



## Application **Submitter**

Completes and submits applications on behalf of an entity, including Entity disclosures, assurances, and certifications requirements.

1-3 per application



1 per award

## Grant Award Administrator

Submits programmatic award requirements including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.



1 per award (optional)

## *Alternate* Grant Award Administrator

Supports the Grant Award Administrator in completing programmatic award requirements including submitting GAMs, deliverables, and assigned PRs.



# Financial **Manager**

Certifies and submits the Federal Financial Report (FFR) on an entity's behalf.

1 per award

# Equal Employment Opportunity Program (EEOP)

## Roles


<b>Entity Administrator</b>	Manages entity user's role assignments.
<b>Read-Only User</b>	Views entity reports.
<b>User</b>	Assists in completing Equal Employment Opportunity Plan (EEOP) reports. However, an EEOP user cannot sign and submit EEOP reports.
<b>Implementation Authority</b>	Signs and submits reports within EEOP system; may prepare reports. Must have authority to implement entity's EEOP per 28 CFR 42.304.

For additional information about EEOP visit their website:

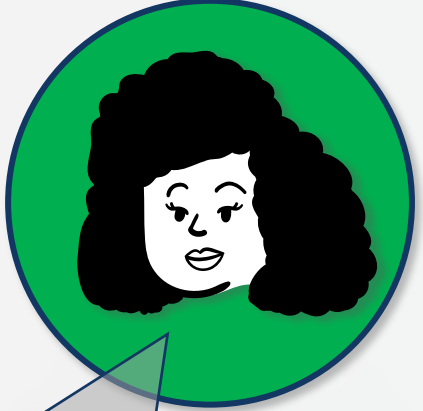
<https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>



# Troubleshooting




How do I find out who is the Entity Administrator for my entity within JustGrants?



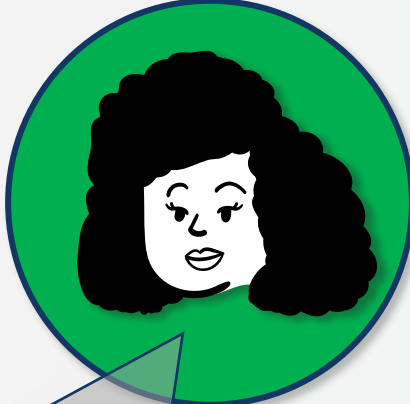
In JustGrants, use the left navigation menu, click the Entity Users tab to show all users and roles granted to the user by the Entity Administrator in DIAMD.

This view does not show who has been assigned a role on a specific award or application.

# Troubleshooting



The Entity Administrator has left the organization, and no one can login or make changes. How do we fix this?

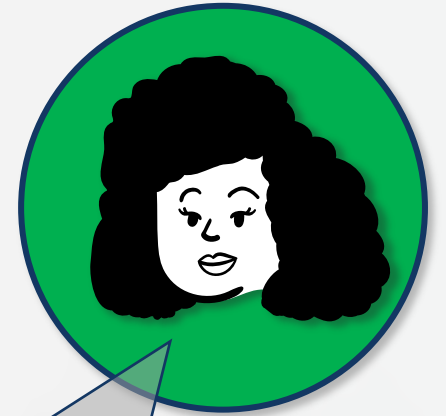


Ideally, the Entity Administrator will delegate this role to another user before they leave. If the user is no longer available, the JustGrants Support Desk will have to invite a new Entity Administrator based on the current SAM E-Biz Point of Contact.

# Troubleshooting



SAM.gov allows an entity to assign an alternate E-Biz Point of Contact (POC). Should we do this?



Yes! Take advantage of this field to ensure backups are readily available should there be changes in your staff.

Not having an alternate will delay your entity moving forward in the process if your E-Biz POC is no longer available.

# Initial Onboarding

# Onboarding Systems

*Two federal systems are critical to initial entity onboarding.*

## SAM.gov



- The federal government's source of truth for organizational entity identifiers.
- If an organizational entity is new to JustGrants, the SAM.gov E-Biz point of contact is onboarded as the Entity Administrator in JustGrants.

## Grants.gov



- Onboarding begins when an entity submits an application for DOJ funding in Grants.gov.
- Once JustGrants receives the Grants.gov application, the Entity Administrator will receive an e-mail with onboarding instructions.



# Initial Entity Onboarding

## Application Submission

*Initial* entity onboarding is a three-step process that occurs during application submission.



# 1

Organizational entities must register with **SAM.gov** to apply for federal assistance. Registration details cascade through **Grants.gov** and **JustGrants**.

### STEPS

- ✓ Register, renew, or confirm with **SAM.gov**
- ✓ Obtain or confirm the UEI number in **SAM.gov**

***NOTE: Individual entities will bypass Step 1 and go directly to Grants.gov Step 2.***

# Initial Entity Onboarding

## Application Submission

*Initial* entity onboarding is a three-step process that occurs during application submission.



Grants.gov is the central place to locate federal funding opportunities.

2

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S**

- ✓ Search Grants.gov
- ✓ Select correct Competition ID

- ✓ Submit SF-424 and SF-LLL forms in Grants.gov

# Initial Entity Onboarding

## Application Submission

*Initial* entity onboarding is a three-step process that occurs during application submission.

3

DIAMD and JustGrants are the two DOJ systems that enable entities to manage users and work.



S  
T  
E  
P  
S

✓ Manage entity users and their roles



✓ Assign users to awards and applications







# *Initial* Entity Onboarding

*Application Submission*


*Initial* entity onboarding is a three-step process that occurs during application submission.



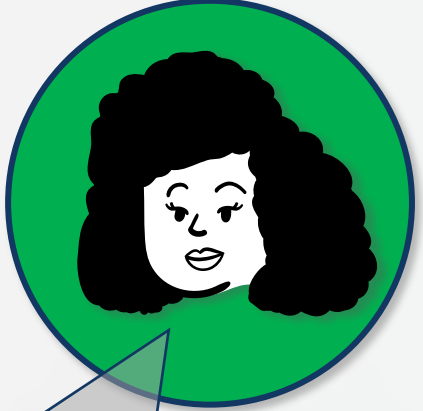
Entity users can now log into JustGrants and complete any assigned work.

# Troubleshooting

## *Initial Entity Onboarding*



As a first time DOJ applicant, what happens if our entity's SAM.gov registration expires or is newly activated?

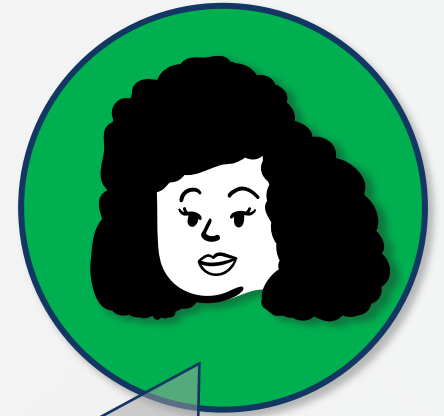


For entities new to JustGrants, the system only receives information from SAM.gov when an entity's registration has an "active" status. Confirm your status at SAM.gov.

Once activated, JustGrants typically receives the information within one to five days.

# Troubleshooting

## *Initial Entity Onboarding*




Our SAM E-Biz POC did not receive a DOJ/DIAMD email invitation. What should we do?

Check the POC's spam folder and look for an e-mail from:  
**DIAMD-NoReply@usdoj.gov.**


Users may also receive e-mails from do-not-reply@ojp.usdoj.gov or ojp@servicenowservices.com.

# Troubleshooting

## *Initial Entity Onboarding*



What if our SAM.gov E-Biz POC is already associated with an existing entity in JustGrants.




An individual user's e-mail address can only be associated with one entity in JustGrants.

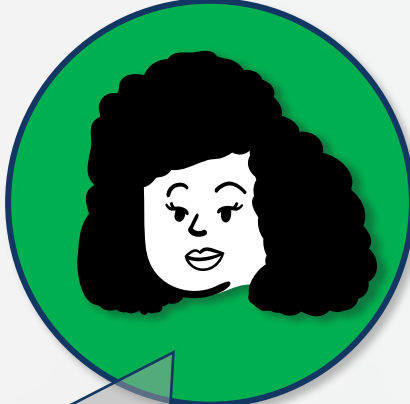
Your POC will need to establish and use a unique e-mail address for each entity in JustGrants or be removed as a user in the existing entity.

# Troubleshooting

## *Initial Entity Onboarding*



Can our entity use  
the SAM.gov  
Alternate E-Biz POC  
for onboarding?



In the event of a JustGrants  
conflict with the primary  
SAM.gov E-Biz POC, entities  
may elect to use their  
alternate POC for initial  
onboarding.

The Alternate E-Biz POC should contact JustGrants User Support for onboarding assistance.

# Entity User Management

# Entity Management

*Two DOJ Systems*



1

DIAMD ensures that only authorized users designated by the Entity Administrator can access entity information in JustGrants.

Each entity can have only one Entity Administrator.

Only the Entity Administrator can make changes in DIAMD.

The Entity Administrator uses DIAMD to invite new entity users and add and remove roles as needed.

Once the Entity Administrator invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.

# Entity Management

*Two DOJ Systems*



2

JustGrants is where entity users complete DOJ grant-related activities.

Entity Administrators will assign entity users to specific applications and awards within JustGrants.

Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.





# Inviting New Entity Users

*JustGrants*

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.



1

The *Entity Administrator* must take the following actions in *DIAMD*:

**S  
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S**

✓ Invites each entity user.

✓ Assigns roles to each entity user.



# Inviting New Entity Users

*JustGrants*

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.



Each *entity user* receives an instructional e-mail from *DIAMD* and completes these actions within 72 hours:

2



**S  
T  
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P  
S**

✓ Logs into *DIAMD* to set a password and multi-factor authentication.

✓ Logs into *JustGrants*.



# Inviting New Entity Users

*JustGrants*

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.



3

The EA makes user assignments in *JustGrants*.

**S  
T  
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S**

➤ **Applications:** Assigns Application Submitter(s) and Authorized Representative(s)

➤ **Awards:** Assigns Authorized Representative(s), Grant Award Administrator, and Financial Manager



# Inviting New Entity Users

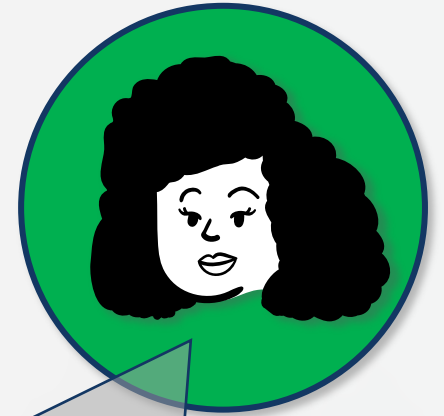
*JustGrants*

Successful entity user management depends on sequential actions taken by both the Entity Administrator (EA) and entity users.



The *entity user* logs into JustGrants and acts on assigned applications and awards.

# Troubleshooting

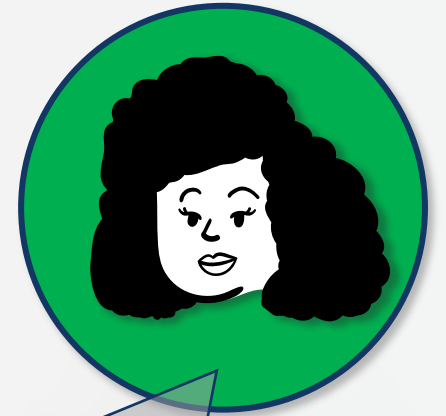


I invited a new entity user in DIAMD. Why don't I see them listed in the Entity Users section in JustGrants.

After the EA invites a user in DIAMD, they will get an email from the system: `DIAMD-NoReply@usdoj.gov`. The user must follow the email instructions and login within 72 hours, or the EA will need to re-invite them.

Once the user successfully logs into JustGrants, their name will appear on the Entity Users section.

# Troubleshooting



Refresh the JustGrants screen. The changes should synchronize immediately.



I added/removed roles from an existing DIAMD entity user. Why aren't those changes reflected in JustGrants.

# Entity User Management

*DIAMD*

# DIAMD

## Digital Intity and Access Management Directory

- DIAMD ensures that only authorized users — those designated by the Entity Administrator (EA) — can access entity information in JustGrants.
- Each entity can have only one EA.
- Only the EA can make changes in DIAMD.
- The EA uses DIAMD to invite new entity users and add and remove roles as needed.
- Once the EA invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.



A blurred, black and white photograph of an office environment. In the foreground, a person is seated at a desk, working on a laptop. In the background, another person is visible, also working at a desk. The scene is brightly lit, possibly from large windows, creating a high-contrast, slightly overexposed effect. The overall atmosphere is professional and busy.

0

# DIAMD Navigation

# DIAMD Navigation

The screenshot displays the DIAMD web application interface. At the top left is the Department of Justice logo. The top navigation bar includes 'Home' and 'My Work' menus, along with user information for 'Serena Francesca'. A 'Home' section contains a 'Notifications' widget showing '0' and an 'Edit' button. A central callout box states: 'If the user does not have an existing DIAMD account, a new account is created, and the user will receive an instructional e-mail.' Below this is the 'Entity Management' section with six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. Each button has a green arrow pointing upwards towards it. The footer contains the copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'

A blurred photograph of a modern office interior. In the background, several people are seated at long wooden tables, engaged in work or conversation. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus atmosphere. The text 'View Entity' is overlaid on the right side of the image.

## View Entity

# View Entity

**View Entity**

Use the "View Entity" form below to view information such as the Entity's current Entity Administrator, Entity users, and roles associated with each user.

**Entity Profile**

Entity ID: UE:RKV2V7M6FJ03

Entity Name: JGII Test Org26

Entity DBA: JGII Test Org26 Doing Business As

**Current Entity Administrator**

First Name: Serena, Last Name: Francesca, Email Address: justgrants026@gmail.com

**Entity Users**

First Name	Last Name	Email	Roles	Account Status
James	Bond 2.0	justgrants026.hvme7kzx9@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrants026.applicationssubmitter@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrants026.gqcjmjqpgbv61231@gmail.com	Role-GLM-ApplicationSubmitter	Enabled
Amy	Callaghan	justgrants026.gqcjmjqpgbv6@gmail.com	Role-GLM-ApplicationSubmitter	Enabled

Cancel

A blurred background image of a modern office or meeting space. Several people are seated at long tables, engaged in conversation or work. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus atmosphere. The text 'Change Entity Administrator' is overlaid on the bottom right of the image.

# Change Entity Administrator

# Change Entity Administrator: *Planned*

- Identify entity users who can fulfill the Entity Administrator responsibilities.
- Ensure those users have access to training and critical entity information.
- Current Entity Administrator logs in to DIAMD and selects a user to assign as the new Entity Administrator.
- Newly assigned Entity Administrator logs in and assumes duties.



# Change Entity Administrator (Planned)

The screenshot displays the JUSTgrants system interface. On the left, a navigation menu lists several options: Home, Entity Profile, Entity Users (highlighted with a green box and a large green arrow pointing to it), Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a user profile for 'Serena Francesca' and a 'Home' dashboard with a 'Notifications' section showing '0'. Below this is an 'Entity Management' section with several buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. A green arrow also points to the top of the main content area. The interface includes a 'JUSTgrants JUSTICE GRANTS SYSTEM' logo at the top left and a 'DIAM-D' logo at the top right. A footer at the bottom left contains a 'Privacy Policy' link, and a copyright notice is visible at the bottom center.


# Change Entity Administrator (Planned)

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo. Below the header is a navigation bar with 'Home' and 'My Work' options, and a user profile for 'Serena Francesca'. The main content area is titled 'Home' and features a 'Notifications' widget showing '0'. Below this is the 'Entity Management' section, which contains a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green rectangular border, and a large green arrow points upwards towards it from below. The footer contains the copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'



# Change Entity Administrator (Planned)

Manage Entity

 Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name  
JohnElectronicBusinessPoc

Last Name  
Doe

Email Address  
justgrants026@gmail.com

**Entity Administrator Management**

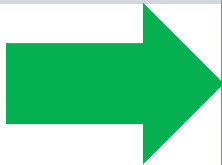
Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity



# Change Entity Administrator (Planned)

Manage Entity

? Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name  
JohnElectronicBusinessPoc

Last Name  
Doe

Email Address  
justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator

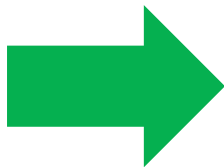
None--

David Gaetani  
xms086@gmail.com

Jane Doe  
justgrantsapplicant3@gmail.com

jgitsext, justgrants026.altgrantawardadmin  
justgrants026.altgrantawardadmin@gmail.com

Cancel Next



# Change Entity Administrator (Planned)

Manage Entity

? Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name  
JohnElectronicBusinessPoc

Last Name  
Doe

Email Address  
justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator  
Jane Doe

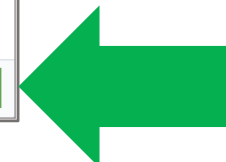
The selected user will be assigned as the new Entity Administrator

**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Next



# Change Entity Administrator (Planned)

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

? Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

### Entity Profile

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

### Current Entity Administrator

First Name: JohnElectronicBusinessPoc      Last Name: Doe

Email Address: justgrants026@gmail.com

### Entity Administrator Management

Select an Entity User to replace the current Entity Administrator  
Jane Doe

The selected user will be assigned as the new Entity Administrator

### Entity User Management

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Back Confirm

# Change Entity Administrator: *Unplanned*

- Requires JustGrants User Support assistance.
- Entity must onboard new Entity Administrator into JustGrants.
- JustGrants User Support confirms entity's current SAM.gov E-Biz POC and onboards that point of contact (POC) as the new Entity Administrator.
- The SAM.gov E-Biz POC receives DIAMD instructional e-mail.
- Newly onboarded Entity Administrator logs in and assumes duties.



# Change Entity Administrator

*Unplanned*

## SAM.gov

- ✓ Confirm the entity's SAM.gov E-Biz POC and update the POC in SAM.gov if needed.
- ✓ Alert the E-Biz POC that they will be onboarded as the new EA.

1

## JustGrants

- ✓ Contact JustGrants support: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 and advise that the EA is no longer available. Request to onboard the current E-Biz POC as the new EA.

2

## DIAMD

- ✓ E-Biz POC receives an instructional e-mail from DIAMD and successfully logs in within 72 hours.

3

## JustGrants

- ✓ New Entity Administrator logs in and assumes all Entity Administrator-related duties.

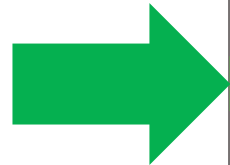
4

A blurred background image of a modern office interior. Several people are seated at long wooden tables, engaged in work or conversation. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus atmosphere. The text 'Invite Entity Users' is overlaid on the right side of the image.

## Invite Entity Users



# Invite Entity Users



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Welcome JohnElectronicBusinessPoc Doe

**Alerts (0)**  
No data to display

**My Worklist**  
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

Privacy Policy





# Invite Entity Users

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Users - JGII Test Org25 JGII Test Org25**

Manage Users

Rows: 1-10

Details	Name	Email	Assigned Role(s)
View	David Gaetani	dgaetani@usdoj.gov	
View	JohnElectronicBusinessPoc Doe	justgrants025@gmail.com	ApplicationSubmitter,EntityAdministrator
View	justgrants025.grantawardadmin jgitsext	justgrants025.grantawardadmin@gmail.com	GrantAwardAdministrator
View	justgrants025.authorizedrep jgitsext	justgrants025.authorizedrep@gmail.com	AuthorizedRepresentative
View	justgrants025.altgrantawardadmin jgitsext	justgrants025.altgrantawardadmin@gmail.com	AlternateGrantAwardAdministrator
View	justgrants025.multiperoles jgitsext	justgrants025.multiperoles@gmail.com	AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdministrator
View	justgrants025.financialmanager jgitsext	justgrants025.financialmanager@gmail.com	FinancialManager
View	justgrants025.applicationssubmitter jgitsext	justgrants025.applicationssubmitter@gmail.com	ApplicationSubmitter
View	test test	test@test.test	ApplicationSubmitter
View	test test	test@tet.test	ApplicationSubmitter

**Contacts**

Add New Contact

Details	Last Name	First Name	Email	Phone Number
View	Hasan	Choudhury	choudhury.hasan@ojp.usdoj.gov	1231231234 Ext.
View	Yilmazer	Dunya	dunya.yilmazer@ojp.usdoj.gov	202-616-3892 Ext.

Privacy Policy


# Invite Entity Users

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo and the user's name, Serena Francesca. Below the header is a navigation bar with 'Home' and 'My Work' options. The main content area is titled 'Home' and features a 'Notifications' widget showing 0 notifications. Below this is the 'Entity Management' section, which contains six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Invite Entity User' button is highlighted with a green border and a large green arrow pointing upwards. At the bottom of the page, there is a copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'



# Invite Entity Users

### Invite Entity User

 Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

---

#### Entity User Profile

Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
First Name *	Last Name *
<input type="text"/>	<input type="text"/>

---

#### Entity Profile

Entity ID \*

UEI:RKV2V7M6FJ03

Entity Name \*


JGII Test Org26

Entity DBA

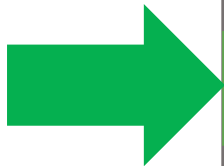
JGII Test Org26 Doing Business As

---

Select Roles to Add \*




At least one role must be selected





# Invite Entity Users

### Invite Entity User

 Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

#### Entity User Profile

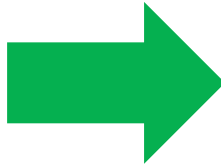
<b>Email Address *</b>	<input type="text" value="HowdieDoodie@gmail.com"/>	<b>Confirm Email Address *</b>	<input type="text" value="HowdieDoodie@gmail.com"/>
<b>First Name *</b>	<input type="text" value="Howdie"/>	<b>Last Name *</b>	<input type="text" value="Doodie"/>

#### Entity Profile

**Entity ID \***

- Role-GLM-AlternateGrantAwardAdministrator
- Role-GLM-ApplicationSubmitter
- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager
- Role-GLM-GrantAwardAdministrator


  
At least one role must be selected





# Invite Entity Users

### Invite Entity User

 Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

#### Entity User Profile

<b>Email Address *</b> HowdieDoodie@gmail.com	<b>Confirm Email Address *</b> HowdieDoodie@gmail.com
<b>First Name *</b> Howdie	<b>Last Name *</b> Doodie

#### Entity Profile

**Entity ID \***  
UEI:TRAINING1234

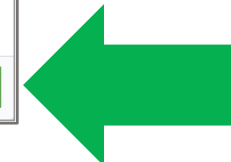
**Entity Name \***  
Training Team Test Entity

**Entity DBA**  
Training Team Test Entity

**Select Roles to Add \***  
[Dropdown menu]

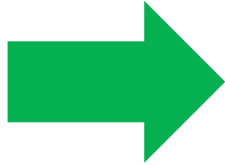
At least one role must be selected

Role-GLM-FinancialManager [X]





# Invite Entity Users



### Invite Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

? Use the "Invite Entity User" form below to invite new users to your Entity. If the user does not have an existing account, a new DIAMD account will be created and the user will receive an email inviting them to register their account.

#### Entity User Profile

<b>Email Address *</b> howdydoodle@gmail.com	<b>Confirm Email Address *</b> HowdyDoodle@gmail.com
<b>First Name *</b> Howdie	<b>Last Name *</b> Doodle

#### Entity Profile

**Entity ID \***  
UEI:RKV2V7M6FJ03

**Entity Name \***  
JGII Test Org26

**Entity DBA**  
JGII Test Org26 Doing Business As

**Select Roles to Add \***  
At least one role must be selected  
Role-GLM-FinancialManager

Cancel Back Confirm



# Invite Entity Users



THE UNITED STATES  
DEPARTMENT OF JUSTICE

Training Team ([diamd.testuser+trainingteam@gmail.com](mailto:diamd.testuser+trainingteam@gmail.com)),

You are receiving this email because you were invited by Training Team Test Entity to create a user profile in the corresponding Department of Justice (DOJ) System(s). Users must access Department of Justice (DOJ) System(s) through DOJ's secure user management system, the Digital Identity and Access Management Directory (DIAMD).

**Take the following two steps within 72 hours of receipt of this email to set up and access your account:**

1. [Set your password](#)
2. [Log in to JustGrants](#)

Once you have logged in, you will see your profile associated to the following entity:

**Entity ID:** UEI:TRAINING1234

**Entity Name:** Training Team Test Entity

As the Entity Administrator (EA) you are the only user role that can invite or re-invite anyone to work on your entity's behalf. You will be the point of contact for your entity users if they need —

- to be re-invited due to a disabled account.
- different user roles.
- to be assigned or re-assigned to specific applications or award assignments.

**JustGrants System Resources:**

For more information about using JustGrants, visit the [Training and Resources site](#).

If you need technical support with JustGrants:

- COPS Office and OJP applicants and award recipients should contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.
- OVW applicants and award recipients should contact [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or 866-655-4482.

**Equal Employment Opportunity Program (EEO) System Resources:**

If you need assistance with Equal Employment Opportunity Program (EEO), please contact EEO Support at [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov) or 202-307-0627.

*This is an automatically generated email. Please do not reply to this email.*

Department of Justice (DOJ)

A blurred background image of a modern office interior. Several people are seated at long tables, appearing to be in a meeting or collaborative work environment. The lighting is bright, suggesting large windows or skylights. The overall aesthetic is clean and professional.

## Re-invite Entity Users






# Re-invite Entity Users

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo and the user's name, Serena Francesca. Below the header is a navigation bar with 'Home' and 'My Work' options. The main content area is titled 'Home' and features a 'Notifications' widget showing 0 notifications. Below this is the 'Entity Management' section, which contains a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Re-Invite Entity User' button is highlighted with a green rectangular border, and a large green arrow points upwards towards it. The footer of the page contains the copyright notice: © Copyright 2022 SailPoint Technologies - All rights reserved.



# Re-invite Entity Users

### Re-Invite Entity User

 Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

**Search by First Name, Last Name or Email Address \***


  
Filtered to Users within your Entity





# Re-invite Entity Users

### Re-Invite Entity User

 Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

**Search by First Name, Last Name or Email Address \***

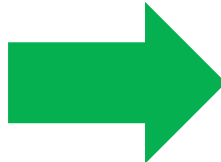
  
Filtered to Users within your Entity

#### Entity User Profile

<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Amy"/>	<input type="text" value="Callaghan"/>

**Email Address**

  
**Entity ID**  
**Entity Name**  
**Entity DBA**  
**Account Status**






# Re-invite Entity Users

### Re-Invite Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

 Use the "Re-Invite Entity User" form below to send a new registration link to a user's email address to reset the user's password and multi-factor authentication (MFA) selections. The user will then need to update their existing password and MFA selections using the link provided. If the user is currently disabled, then the user will be re-enabled prior to sending the new registration link.

Search by First Name, Last Name or Email Address \*

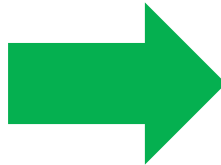
Amy Callaghan


Filtered to Users within your Entity

#### Entity User Profile

First Name	Amy	Last Name	Callaghan
Email Address	justgrants026.applicationsubmittertest123@gmail.com		
Entity ID	UEI:RKV2V7M6FJ03		
Entity Name	JGII Test Org26		
Entity DBA	JGII Test Org26 Doing Business As		
Account Status	Enabled		

Cancel Back Confirm



A blurred background image of an office interior. Several people are seated at desks, working. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus effect. The people are seen from behind or in profile, engaged in their work.

Add/Remove  
Roles from  
Entity User

# Add/Remove Roles from Entity Users

The Entity Administrator should consider:

- ✓ Who should have access to view the entity's information in JustGrants?
- ✓ Who needs to take actions on specific applications and awards?
- ✓ What roles would be needed to perform these actions?
- ✓ Having multiple users with different roles?

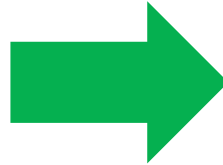


# Add/Remove Roles from Entity Users


The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo and the user's name, Serena Francesca. Below the navigation bar, there is a 'Home' section with a 'Notifications' card showing 0 notifications. The main section is titled 'Entity Management' and contains a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity User' button is highlighted with a green rounded rectangle, and a large green arrow points upwards towards it. The footer contains the copyright notice: © Copyright 2022 SailPoint Technologies - All rights reserved.



# Add/Remove Roles from Entity Users



### Manage Entity User

 Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

  
Filtered to Users within your Entity

---

#### Entity User Profile

First Name \*  Last Name \*

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles  +

Select Roles to Add  Select Roles to Remove

Last Invited Date

Account Status





# Add/Remove Roles from Entity Users

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Jane Doe

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Jane

Last Name \* Doe

Email Address justgrantsapplicant3@gmail.com

Entity ID UEI:RkV2V7M6FJ03

Entity Name JGII Test Org26 Doing Business As

Entity DBA JGII Test Org26

Current Roles

- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager

Select Roles to Add

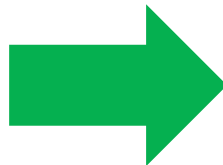
Select Roles to Remove

Last Invited Date

Account Status Enabled

Remove User From Entity

Cancel Next



# Add/Remove Roles from Entity Users

Manage Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Jane Doe

Filtered to Users within your Entity

### Entity User Profile

First Name \* Jane Last Name \* Doe

Email Address justgrantsapplicant3@gmail.com

Entity ID UEI:RKV2V7M6FJ03

Entity Name JGII Test Org26 Doing Business As

Entity DBA JGII Test Org26

Current Roles

- Role-GLM-AuthorizedRepresentative
- Role-GLM-FinancialManager

Select Roles to Add

- Role-GLM-AlternateGrantAwardAdministrator

Select Roles to Remove

- Role-GLM-AuthorizedRepresentative

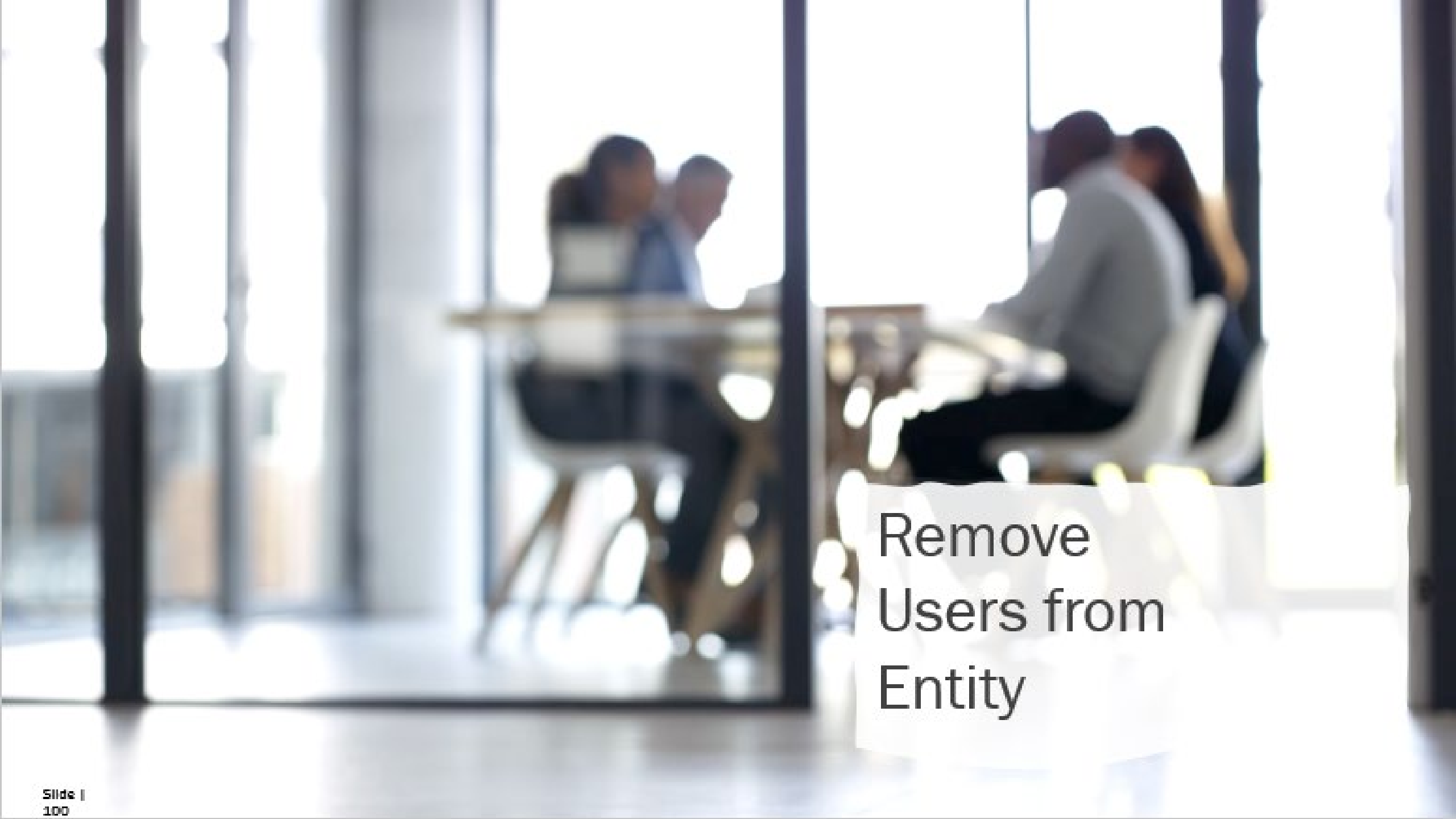
Last Invited Date

Account Status

Enabled

Remove User From Entity

Cancel Back Confirm

A blurred background image of an office interior. Several people are seated at long tables, possibly in a meeting room or open-plan office. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus effect. The people are engaged in conversation or work.

Remove  
Users from  
Entity



# Remove Users from Entity

The screenshot displays the user management interface for the Department of Justice. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo. Below the header is a navigation bar with 'Home' and 'My Work' options, and a user profile for 'Serena Francesca'. The main content area is titled 'Home' and contains a 'Notifications' widget showing 0 notifications. Below this is the 'Entity Management' section, which includes a row of buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green border and a green arrow points to it from below. The 'Manage Entity User' button is highlighted with a yellow border and a yellow arrow points to it from below. At the bottom of the page, there is a copyright notice: '© Copyright 2022 SailPoint Technologies - All rights reserved.'




# Remove Users from Entity

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo and the user's name, Serena Francesca. Below the header is a navigation bar with 'Home' and 'My Work' options. The main content area is titled 'Home' and contains a 'Notifications' widget showing 0 notifications. Below this is the 'Entity Management' section, which features a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity' button is highlighted with a green rectangular border, and a large green arrow points upwards towards it. The footer contains the copyright notice: © Copyright 2022 SailPoint Technologies - All rights reserved.



# Remove Users from Entity

Manage Entity

 Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UE:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name  
JohnElectronicBusinessPoc

Last Name  
Doe

Email Address  
justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator

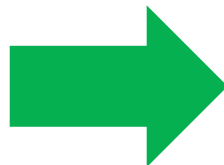
The selected user will be assigned as the new Entity Administrator

**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity

Cancel Next





# Remove Users from Entity

Manage Entity

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

? Use the "Manage Entity" form below to replace the current Entity Administrator with another active user, or to remove an Entity user.

**Entity Profile**

Entity ID  
UEI:RKV2V7M6FJ03

Entity Name \*  
JGII Test Org26 Doing Business As

Entity DBA  
JGII Test Org26

**Current Entity Administrator**

First Name  
JohnElectronicBusinessPoc

Last Name  
Doe

Email Address  
justgrants026@gmail.com

**Entity Administrator Management**

Select an Entity User to replace the current Entity Administrator

The selected user will be assigned as the new Entity Administrator

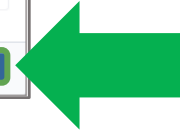
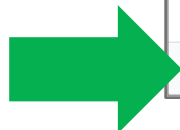
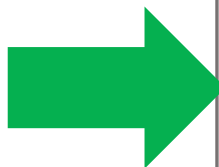
**Entity User Management**

Select Entity Users to remove

The selected users will be removed from this Entity

jgitsex1, justgrants026.authorizedrep (justgrants026.authorizedrep@gmail.com)

Cancel Back Confirm





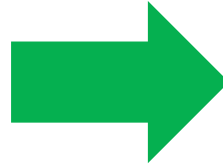
# Remove Users from Entity

The screenshot displays the user interface for the Department of Justice's DIAMD system. At the top left is the Department of Justice seal and logo. At the top right is the DIAMD logo and the user's name, Serena Francesca. Below the navigation bar, there is a 'Home' section with a 'Notifications' card showing 0 notifications. The main section is titled 'Entity Management' and contains a row of six buttons: 'View Entity', 'Manage Entity', 'View User', 'Invite Entity User', 'Re-Invite Entity User', and 'Manage Entity User'. The 'Manage Entity User' button is highlighted with a green border, and a large green arrow points upwards towards it. The footer contains the copyright notice: © Copyright 2022 SailPoint Technologies - All rights reserved.






# Remove Users from Entity



### Manage Entity User

 Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

  
Filtered to Users within your Entity

---

#### Entity User Profile

First Name \*

Last Name \*

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles  +

Select Roles to Add  ▼

Select Roles to Remove  ▼


Last Invited Date

Account Status  ▼



# Remove Users from Entity

Manage Entity User

 Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Lebron James

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Lebron Last Name \* James

Email Address testpeerreviewexternal1@test.com

Entity ID UEI:RkV2V7M6FJ03

Entity Name JGII Test Org28 Doing Business As

Entity DBA JGII Test Org28

Current Roles

Role-GLM-ApplicationSubmitter

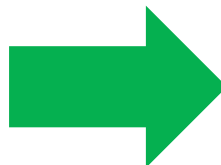
Select Roles to Add Select Roles to Remove

Last Invited Date

Account Status Enabled

Remove User From Entity

Cancel Next





# Remove Users from Entity

Manage Entity User

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Lebron James

Filtered to Users within your Entity

**Entity User Profile**

First Name \* Lebron Last Name \* James

Email Address testpeerreviewexternal1@test.com

Entity ID UEI:RKV2V7M6FJ03

Entity Name JGII Test Org26 Doing Business As

Entity DBA JGII Test Org26

Current Roles

Role-GLM-ApplicationSubmitter

Select Roles to Add Select Roles to Remove

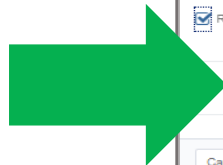
Last Invited Date

Account Status Enabled

Remove User From Entity

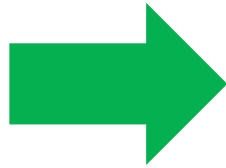
**Note: The user is being removed from your Entity. To invite the user back please use the "Invite Entity User" Workflow.**

Cancel Next





# Remove Users from Entity



### Manage Entity User

Please review and confirm your values. Click 'Back' to make changes or 'Confirm' to proceed.

Use the "Manage Entity User" form below to add or remove roles from an Entity user or remove the user from the Entity. If the user is currently disabled, please navigate to the "Re-Invite Entity User" workflow to enable the user.

Search by First Name, Last Name or Email Address \*

Lebron James

Filtered to Users within your Entity

#### Entity User Profile

First Name \*  Last Name \*

Email Address

Entity ID

Entity Name

Entity DBA

Current Roles

Select Roles to Add  Select Roles to Remove

Last Invited Date

Account Status

Remove User From Entity

**Note: The user is being removed from your Entity. To invite the user back please use the "Invite Entity User" Workflow.**



# Entity User Management

*JustGrants*


# JustGrants Overview

JustGrants is where entity users complete DOJ grant-related activities.



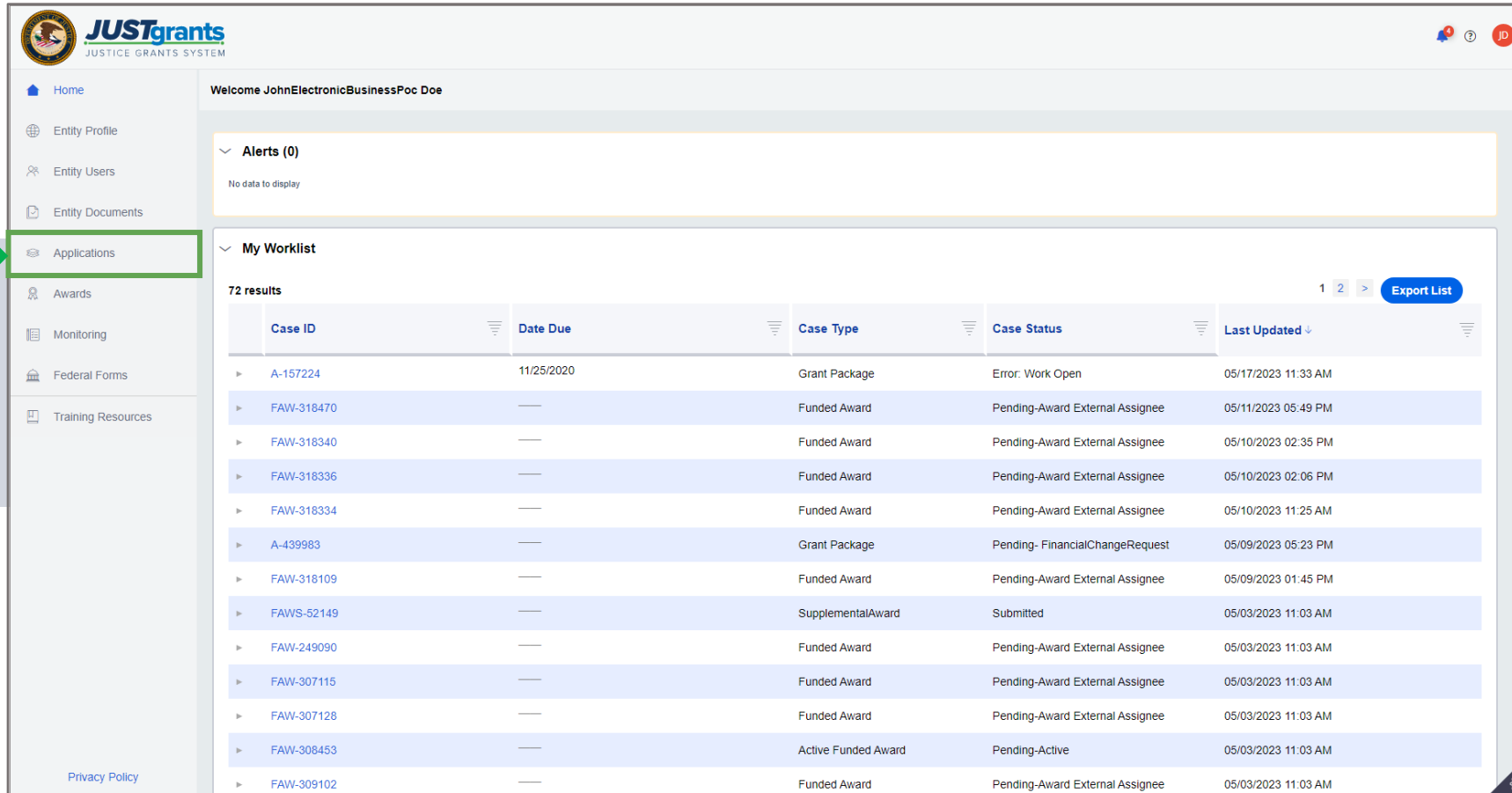
EAs will assign entity users to specific applications and awards within JustGrants.

Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.

A blurred photograph of an office interior. In the foreground, a person is seated at a table, viewed from the side. In the background, another person is seated at a table, and a third person is standing nearby. The scene is brightly lit, likely by large windows, and the overall atmosphere is professional and collaborative.

## Assign/Re-assign Entity Users to Applications

# Assign/Re-assign Entity Users to Applications



Welcome JohnElectronicBusinessPoc Doe

**Alerts (0)**  
No data to display

**My Worklist**  
72 results 1 2 > [Export List](#)

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM



# Assign/Re-assign Entity Users to Applications

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT0077580 is selected, indicated by a checked checkbox. A green box highlights the 'Select All' checkbox, and a green arrow points to it from the left sidebar.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT0077580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: (Choose Role) Assign to: (Choose User) Assign

# Assign/Re-assign Entity Users to Applications

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table titled "Applications - JustGrants Test Org26 JGII Test Org26" with 5000 results. The table columns include Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A green arrow points to the "Assign" dialog box at the bottom of the table, which is open for the application with ID GRANT00782666. The dialog box contains a dropdown menu for "Assign to:" with the following options: (Choose Role), ApplicationSubmitter, AuthorizedRepresentative, AuthorizedRepresentative2, ApplicationSubmitter2, ApplicationSubmitter3, and (Choose Role). Below the dropdown is a "Choose User" dropdown and an "Assign" button.

<input type="checkbox"/>	Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>		GRANT00788155	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>		GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>		GRANT00775727	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00777357	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>		GRANT00776780	justgrants026.applicationssubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00776786	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00774887	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782663	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782665	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>		GRANT00782666	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/31/2023

**Assign to:**  
(Choose Role) (Choose User) **Assign**

# Assign/Re-assign Entity Users to Applications

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A green arrow points to a dropdown menu for selecting a user, which is currently open and showing a list of users including David Gaetani, Amy Callaghan, Lebron James, and JohnElectronicBusinessPoc Doe. The dropdown is highlighted with a green box. Below the dropdown is a 'Choose Role' section with a dropdown menu set to 'ApplicationSubmitter' and an 'Assign' button.

<input type="checkbox"/>	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRA	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRA	justgrants026.applicationsubmitter jgitsext justgrants026.multiperoles jgitsext	justgrants026.applicationsubmitter jgitsext	Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter (Choose User) Assign

# Assign/Re-assign Entity Users to Applications

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Applications - JustGrants Test Org26 JGII Test Org26" and shows a table of 5000 results. The table columns are: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The second row is selected, showing Application ID GRANT0077580, Submitter David Gaetani, Lebron James, Amy Callaghan, and Representative David Gaetani. Below the table, there is an "Assign" dialog with "Choose Role" set to "ApplicationSubmitter" and "Assign to" set to "David Gaetani". A green arrow points to the "Assign" button.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT0077580	David Gaetani Lebron James Amy Callaghan	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter Assign to: David Gaetani **Assign**

# Assign/Re-assign Entity Users to Applications

The screenshot displays the JUSTgrants Justice Grants System interface. A warning dialog box is open, asking for confirmation to re-assign a user to an application. The dialog text reads: "Warning: This action will assign David Gaetani as the Application Submitter to the following application(s): A-414904. Select submit to proceed with the reassignment(s)". The dialog has "Cancel" and "Submit" buttons. A green arrow points to the "Submit" button. In the background, a table of applications is visible with columns for Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The application with ID GRANT00777580 is selected. At the bottom of the interface, there are dropdown menus for "Choose Role" (set to ApplicationSubmitter) and "Assign to:" (set to David Gaetani), along with an "Assign" button.

<input type="checkbox"/>	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	SMART	03/04/2024
<input checked="" type="checkbox"/>	GRANT00777580	David Gaetani Lebron James	David Gaetani	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727		drep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357		drep jgitsext	Submitted	OVW	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780		Poc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786			Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationssubmitter jgitsext	justgrants026.authorizedrep jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationssubmitter jgitsext		Draft	OJP	BJA	12/31/2023

# Assign/Re-assign Entity Users to Applications

The screenshot displays the JUSTgrants Justice Grants System interface. A notification at the top states: "The following reassignment(s) have succeeded: A-414904". Below this is a table of 5000 results, with the first 10 rows visible. The table columns are: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. A green box highlights the first column of the table, and another green box highlights the success message.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00788155	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	SMART	03/04/2024
<input type="checkbox"/>	GRANT00777580	David Gaetani Lebron James David Gaetani	David Gaetani	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00775727	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00777357	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJV	Programmatic	12/31/2023
<input type="checkbox"/>	GRANT00776780	justgrants026.applicationsubmitter.jgitsext	JohnElectronicBusinessPoc Doe	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00776786	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00774887	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782663	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782665	justgrants026.applicationsubmitter.jgitsext	justgrants026.authorizedrep.jgitsext	Submitted	OJP	BJA	12/31/2023
<input type="checkbox"/>	GRANT00782666	justgrants026.applicationsubmitter.jgitsext		Draft	OJP	BJA	12/31/2023

Choose Role: ApplicationSubmitter Assign to: David Gaetani Assign

# Assign/Re-assign Entity Users to Applications

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Applications - JustGrants Test Org26 JGII Test Org26**

The following reassignment(s) have succeeded:  
A-414904

5000 results Rows: 1-10 [Export List](#)

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	<a href="#">GRANT00788155</a>	justgrants026.applicationsubmitter jgiltsex	justgrants026.authorizedrep jgiltsex	Submitted	OJP	SMART	03/04/2024
<input type="checkbox"/>	<a href="#">GRANT00777580</a>	David Gaetani Lebron James David Gaetani	David Gaetani	Submitted	OWW	Programmatic	12/31/2023

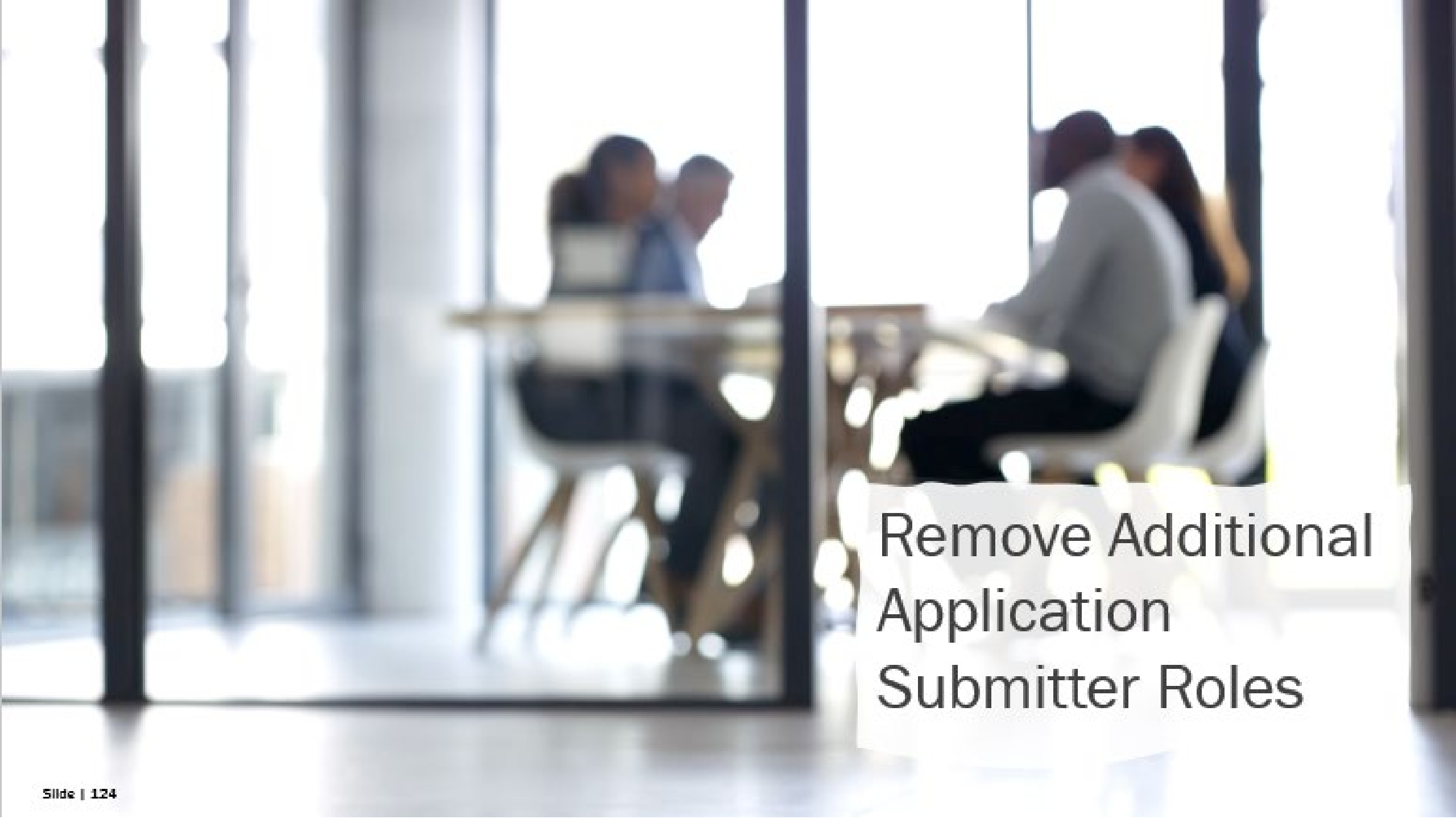
**Application Details**

Solicitation Title: 9.0 Grants.gov Data-Do Not Use  
Project Title: FY22 Adam Walsh Act \$16.750 - Support for Adam Walsh Act Implementation Grant Program \_ Individual Applicant

Role	Assigned To
Application Submitter	xmso86@gmail.com
ApplicationSubmitter2	xmso86@gmail.com <input type="button" value="✕"/>
ApplicationSubmitter3	testpeerreviewexternal1@test.com <input type="button" value="✕"/>
Authorized Representative	xmso86@gmail.com
Entity Administrator	justgrants026@gmail.com

Choose Role:  Assign to:

[Privacy Policy](#)

A blurred background image of an office or meeting room. Several people are seated at long tables, appearing to be in a meeting or collaborative work environment. The scene is brightly lit, possibly by large windows, and the overall tone is professional and modern.

## Remove Additional Application Submitter Roles



# Remove Additional Application Submitter Roles

**Applications - JGII Test Org25 JGII Test Org25**

5000 results

Rows: 1-10 [Export List](#)

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	James Bond Mike Jhon justgrants025.applicationssubmitter jgitsext	justgrants025.authorizedrep jgitsext	Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationssubmitter jgitsext		Submitted	OJP	BJA	08/31/2024

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

# Remove Additional Application Submitter Roles

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Applications - JGII Test Org25 JGII Test Org25**

The following reassignment(s) have succeeded:  
A-414662

5000 results Rows: 1-10 [Export List](#)

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	<a href="#">GRANT00777180</a>	James Bond Mike Jhon justgrants025.applicationssubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

**Application Details**

Solicitation Title: SCAAP 9.0 grants.gov data - DO NOT USE  
Project Title: SI Testing

Role	Assigned To
Application Submitter	justgrants025.applicationssubmitter@gmail.com
ApplicationSubmitter2	justgrants025-hyphentestuser@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

Privacy Policy



# Remove Additional Application Submitter Roles

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications for 'JGII Test Org25 JGII Test Org25' with 5000 results. A modal dialog titled 'Remove Role from Application' is open, asking for confirmation to remove the role 'ApplicationSubmitter2' assigned to 'justgrants025-hyphentestuser@gmail.com'. A green arrow points to the 'Submit' button in the dialog.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Applications - JGII Test Org25 JGII Test Org25

5000 results

Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	James Bond Mike Jhon justgrants025.applicationsubmitter.jgitsext	justgrants025.authorizedrep.jgitsext	Submitted	OJP	BJA	08/31/2024

**Application Details**

Solicitation Title: SCAAP 9.0 grants.gov data - DO NOT USE

Project Title:

Role	Assigned To
Application Submitter	justgrants025.applicationsubmitter.jgitsext
ApplicationSubmitter2	justgrants025-hyphentestuser@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

Remove Role from Application

Are you sure you want to remove justgrants025-hyphentestuser@gmail.com from the ApplicationSubmitter2 role?

Cancel Submit

Privacy Policy

# Remove Additional Application Submitter Roles

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of applications for 'JGII Test Org25 JGII Test Org25' with 5000 results. The first application, with ID GRANT00777180, is selected. Below the table, the 'Application Details' section shows the solicitation title 'SCAAP 9.0 grants gov data - DO NOT USE' and project title 'SI Testing'. A table of roles is displayed, with the 'Application Submitter' role assigned to 'justgrants025.applicationsubmitter@gmail.com'. This role is highlighted with a green box. Below the role table, there is a list of roles with a trash icon next to 'ApplicationSubmitter3', indicating it can be removed. The interface also includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The bottom of the page shows a 'Privacy Policy' link.

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00777180	Mike Jhon justgrants025.applicationsubmitter jgitsext	justgrants025.authorizedrep jgitsext	Submitted	OJP	BJA	08/31/2024

Role	Assigned To
Application Submitter	justgrants025.applicationsubmitter@gmail.com
ApplicationSubmitter3	teat@abc.com
Authorized Representative	justgrants025.authorizedrep@gmail.com
Entity Administrator	justgrants025@gmail.com

<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext	Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext	Submitted	OJP	BJA	08/31/2024
<input type="checkbox"/>	GRANT00777180	justgrants025.applicationsubmitter jgitsext	Submitted	OJP	BJA	08/31/2024


# Remove Additional Application Submitter Roles

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package ( 00777180 )' with a 'SUBMITTED' status and a due date of August 31, 2024, 3:51:00 PM EDT. The package information is as follows:

Information	Grant Package	Application Versions			
OpportunityID	O-BJA-2022-173350-STG	SolicitationID	SI-173350	Solicitation Title	9.0 grants.gov data
Application Case ID	A-414662	Application Group Case ID	AG-129535		SF424_2_1
Grant Manager	GrantManaRe-BJA jgitsint				

On the right side, the 'Participants (4)' section is highlighted with a green box. It lists the following participants:

- JohnElectronicBusinessPoc Doe (Entity Administrator)
- justgrants025.authorizedrep jgitsext (Authorized Representative)
- Mike Jhon (ApplicationSubmitter3)
- justgrants025.applicationsubmitter jgitsext (Application Submitter)

A blurred background image of an office interior. Several people are seated at desks, working. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus effect. The people are dressed in business casual attire. The overall atmosphere is professional and busy.

## Assign/Re-assign Entity Users to Awards

# Assign/Re-assign Entity Users to Awards

Welcome JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist  
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	—	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	—	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	—	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	—	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	—	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	—	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	—	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	—	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Awards - JGII Test Org25 JGII Test Org25" and shows 171 results. A green arrow points to the "Show/Hide Roles" button. The table below lists award details, including Award ID, Award Status, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. At the bottom, there is a "Choose Role:" dropdown, an "Assign to:" dropdown, and an "Assign" button.

<input type="checkbox"/> Select All	Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15JCOPS-20-GG-00149-STE	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/26/2021

Choose Role: (Choose Role) Assign to: (Choose User) Assign



# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table titled "Awards - JGII Test Org25 JGII Test Org25" with 171 results. The table columns include Award Status, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. A modal dialog titled "Show/Hide roles on table view" is open, listing roles: Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, and Authorized Representative. A green arrow points to the "Confirm" button in the dialog. Below the table, there are dropdown menus for "Choose Role:" and "Assign to:" with an "Assign" button.

Award ID	Award Status	Managing Office	Program Office	Project Period Start Date	Project Period End Date
15PSMA-20-GG-00233-12	Pending-Award Acceptance	COPS	COPS	10/31/19	08/10/2020
15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00234-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00233-12	Pending-HoldCloseout	OJP	SMART	10/31/19	10/31/2020
15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	OJP	SMART	1/2/21	04/30/2021
15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	05/21/2021
15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	06/09/2021
15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	OJP	BJA	1/6/21	08/26/2021

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table titled "Awards - JGII Test Org25 JGII Test Org25" with 171 results. The table has columns for Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, and Authorized Representative. A green box highlights the "Select All" checkbox column. Below the table, there are dropdown menus for "Choose Role:" and "Assign to:" with an "Assign" button.

<input type="checkbox"/> Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative
<input type="checkbox"/>	15JCOPS-20-GG-00149-STE	Pending-Award Acceptance	Lara.Allen@ojp.usdoj.gov	justgrants025.altgrantawardadmin jgitse	justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse Bethany Case
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse	justgrants025.altgrantawardadmin jgitse	justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	justgrants025.multipleroles jgitse	Jacqueline Weaknecht	Amy Callaghan	Jacqueline Weaknecht justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-HoldCloseout	Jacqueline Weaknecht	Jacqueline Weaknecht	justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse Jacqueline Weaknecht
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	Mainul Islam	Lara.Allen@ojp.usdoj.gov	Mainul Islam	Mainul Islam
<input type="checkbox"/>	15PSMA-20-GG-00287-AWAX	Pending-ProgrammaticCloseout	justgrants025.multipleroles jgitse		justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	15PBJA-21-GG-00247-12	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	justgrants025.authorizedrep jgitse
<input type="checkbox"/>	15PBJA-21-GG-00131-BJSP	Pending-ProgrammaticCloseout	justgrants025.grantawardadmin jgitse		justgrants025.financialmanager jgitse	JohnElectronicBusinessPoc Doe

Choose Role: (Choose Role) Assign to: (Choose User) Assign

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table titled "Awards - JGII Test Org25 JGII Test Org25" with 171 results. The table columns include Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, and Proj Office. A green arrow points to a dropdown menu for role assignment, which lists roles such as AlternateGrantAwardAdministrator, AuthorizedRepresentative, FinancialManager, GrantAwardAdministrator, and AuthorizedRepresentative2. Below the dropdown is an "Assign to:" field with a "(Choose User)" dropdown and an "Assign" button.

<input type="checkbox"/>	Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Proj Office
<input type="checkbox"/>		15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.multipieroles.jgitsext	OJP	BJA
<input checked="" type="checkbox"/>		15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	BJA
<input type="checkbox"/>		15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipieroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipieroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.multipieroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>		15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMA
<input type="checkbox"/>		15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMA
<input type="checkbox"/>		15GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep.jgitsext	OJP	OJJ

**Assign to:** (Choose Role) (Choose User)

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table titled "Awards - JGII Test Org25 JGII Test Org25" with 171 results. The table columns include Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, and Proj Office. The second row is selected, with a checkmark in the "Select All" column. Below the table, there is a "Choose Role:" dropdown menu set to "AuthorizedRepresentative2". A user selection dropdown is open, showing options: "(Choose User)", "justgrants025.authorizedrep.jgitsext", and "justgrants025.multipleroles.jgitsext". A green arrow points to the second option in the dropdown. An "Assign" button is visible to the right of the dropdown.

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Proj Office
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.multipleroles.jgitsext	OJP	BJA
<input checked="" type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	BJA
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Prog
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMA
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMA
<input type="checkbox"/>	15JDP-23-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep.jgitsext	OJP	OJJ

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Awards - JGII Test Org25 JGII Test Org25" and shows 171 results. A table lists awards with columns for Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, and Program Office. The second row is selected, and a "Choose Role" and "Assign to" interface is visible at the bottom. A green arrow points to the "Assign" button.

<input type="checkbox"/>	Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Program Office
<input type="checkbox"/>		15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.multiperoles jgitsext	OJP	BJA
<input checked="" type="checkbox"/>		15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	BJA
<input type="checkbox"/>		15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multiperoles jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin jgitsext		justgrants025.multiperoles jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.multiperoles jgitsext	justgrants025.authorizedrep jgitsext justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>		15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>		15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>		15PJP-23-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep jgitsext	OJP	OJJ

Choose Role: AuthorizedRepresentative2  
Assign to: justgrants025.authorizedrep jgitsext  
Assign

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of awards with columns for Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, and Proj Office. A warning dialog is overlaid on the table, stating: "Warning: This action will assign justgrants025.authorizedrep jgitsext as the Authorized Representative 2 to the following application(s): FAW-313810. Select submit to proceed with the reassignment(s)". The dialog has "Cancel" and "Submit" buttons. A green arrow points to the "Submit" button. Below the dialog, the "Choose Role:" dropdown is set to "AuthorizedRepresentative2" and the "Assign to:" dropdown is set to "justgrants025.authorizedrep jgitsext". The "Assign" button is visible below these dropdowns.

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Proj Office
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.multipieroles jgitsext	OJP	BJA
<input checked="" type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	BJA
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	COPS	Prog
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	SMA
<input type="checkbox"/>	15PJD-23-GG-01670-AWAX	Pending-Active	justgrants025.grantawardadmin jgitsext		justgrants025.financialmanager jgitsext	justgrants025.authorizedrep jgitsext	OJP	OJJ

Choose Role:  Assign to:

# Assign/Re-assign Entity Users to Awards

The screenshot displays the JUSTgrants Justice Grants System interface. A notification at the top states: "The following reassignment(s) have succeeded: FAW-313810". Below this, a table lists 171 results for awards. The table columns include: Select All, Award ID, Award Status, Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, Authorized Representative, Managing Office, Program Office, Project Period Start Date, and Project Period End Date. A green box highlights the first row of the table, which has Award ID 15PBJA-23-GK-02438-12. At the bottom of the interface, there is a form to assign a role to a user, with fields for "Choose Role:" and "Assign to:" and an "Assign" button.

<input type="checkbox"/>	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15PBJA-23-GK-02438-12	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.multipleroles.jgitsext	OJP	BJA	5/29/23	08/21/2020
<input type="checkbox"/>	15PBJA-24-GK-00011-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	BJA	4/1/23	09/30/2020
<input type="checkbox"/>	15JCOPS-22-GG-03226-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-22-GG-03225-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-24-GG-12312-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-23-GG-03217-METH	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15JCOPS-22-GG-03193-METH	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.multipleroles.jgitsext	justgrants025.authorizedrep.jgitsext justgrants025.authorizedrep.jgitsext	COPS	Programmatic	1/20/23	12/31/2020
<input type="checkbox"/>	15PSMA-22-GG-03229-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMART	1/1/23	12/31/2020
<input type="checkbox"/>	15PSMA-22-GG-03219-AWAX	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	SMART	1/1/23	12/31/2020
<input type="checkbox"/>	15PJDP-23-GG-01670-AWAX	Pending-Active				justgrants025.authorizedrep.jgitsext	OJP	OJJD	1/1/23	12/31/2020

# Assign/Re-assign Entity Users to Awards

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Awards - JGII Test Org25 JGII Test Org25**

The following reassignment(s) have succeeded:  
FAW-313810

171 results [Show/Hide Roles](#) Rows: 1-10 [Export List](#)

Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	<a href="#">15PBJA-23-GK-02438-12</a>	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.multipleroles.jgitsext	OJP	BJA	5/29/23	08/21/23
<input type="checkbox"/>	<a href="#">15PBJA-24-GK-00011-AWAX</a>	Pending-Active	justgrants025.grantawardadmin.jgitsext		justgrants025.financialmanager.jgitsext	justgrants025.authorizedrep.jgitsext	OJP	BJA	4/1/23	09/30/23

**Award Details**

Solicitation Title: FFR Bug fix  
Project Title: DOJ Grant Manager  
DOJ Grant Manager Phone: \_\_\_\_\_  
DOJ Grant Manager Email: GrantManaReBJA@ojp.usdoj.stg

Role	Assigned To	Pending Assignments	Assigned to	Status
Entity Administrator	justgrants025@gmail.com	Leadership	FundedAwardOAG	Pending-Active
Grant Award Administrator	justgrants025.grantawardadmin@gmail.com	Programmatic	FundedAwardBJA	Pending-Active
GrantManager	kandia.conaway@ojp.usdoj.gov	Audit And Assessment	FundedAwardOAM	Pending-Active
Financial Manager	justgrants025.financialmanager@gmail.com	Legal	FundedAwardLegalOGC	Pending-Active
Authorize Representative	justgrants025.authorizedrep@gmail.com	Financial	FundedAwardFinancialBJA	Pending-Active

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

Privacy Policy

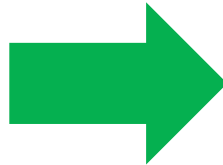


A blurred background image of a modern office interior. Several people are seated at long tables, engaged in work or conversation. The scene is brightly lit, likely from large windows, creating a soft, out-of-focus atmosphere. The text 'Manage Entity Profile' is overlaid on the right side of the image.

# Manage Entity Profile



# Manage Entity Profile



The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile (highlighted with a green box and a green arrow), Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a welcome message for JohnElectronicBusinessPoc Doe, an Alerts section with 0 alerts, and a My Worklist section with 72 results. The worklist table includes columns for Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
FAW-318340	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:35 PM
FAW-318336	---	Funded Award	Pending-Award External Assignee	05/10/2023 02:06 PM
FAW-318334	---	Funded Award	Pending-Award External Assignee	05/10/2023 11:25 AM
A-439983	---	Grant Package	Pending- FinancialChangeRequest	05/09/2023 05:23 PM
FAW-318109	---	Funded Award	Pending-Award External Assignee	05/09/2023 01:45 PM
FAWS-52149	---	SupplementalAward	Submitted	05/03/2023 11:03 AM
FAW-249090	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307115	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-307128	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM
FAW-308453	---	Active Funded Award	Pending-Active	05/03/2023 11:03 AM
FAW-309102	---	Funded Award	Pending-Award External Assignee	05/03/2023 11:03 AM



# Manage Entity Profile

**Entity Profile - JustGrants Test Org26 JGII Test Org26**

Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov

Legal Name JustGrants Test Org26	UEI RKV2V7M6FJ03	SAM Registration Status ACTIVE
Doing Business As JGII Test Org26	TIN/EIN 280000000	SAM Expiration Date Feb 6, 2023
Business URL <a href="https://www.ort.org26.il/">https://www.ort.org26.il/</a>	ROID 5144503	Date Established Sep 16, 1992
Division Name DIVISION NAME 26	ORI Number ---	SAM Last Updated Date Jan 21, 2022
Law Enforcement <input checked="" type="radio"/> No <input type="radio"/> Yes	Faith Based <input checked="" type="radio"/> No <input type="radio"/> Yes	Fiscal Year Not a valid date0

Physical address will appear on all award documents

**Physical Address**

Street 1 111 Street Rd	Street 2 ---	County/Parish ---
City Los Angeles	Country United States	Congressional District 5
State/U.S. Territory California	Zip/Postal Code 90012	

Designate as Legal Address

**Mailing Address**


Street 1 111 Street Rd	Street 2 ---	County/Parish ---
City Washington	Country United States	Congressional District 5
State/U.S. Territory District of Columbia	Zip/Postal Code 602	

Designate as Legal Address

Privacy Policy Cancel Submit



# Manage Entity Profile



Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Privacy Policy

### Entity Profile - JustGrants Test Org26 JGII Test Org26

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City Washington	Country United States	Congressional District 5
State/U.S. Territory District of Columbia	Zip/Postal Code 602	

Designate as Legal Address

Cancel Submit



# Manage Entity Profile

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

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### Mailing Address

Street 1 111 Street Rd	Street 2 —	County/Parish —
City Washington	Country United States	Congressional District 5
State/U.S. Territory District of Columbia	Zip/Postal Code 602	

Designate as Legal Address

[Cancel](#) [Submit](#)

### History

Enter search keyword Group Fields [Refresh](#)

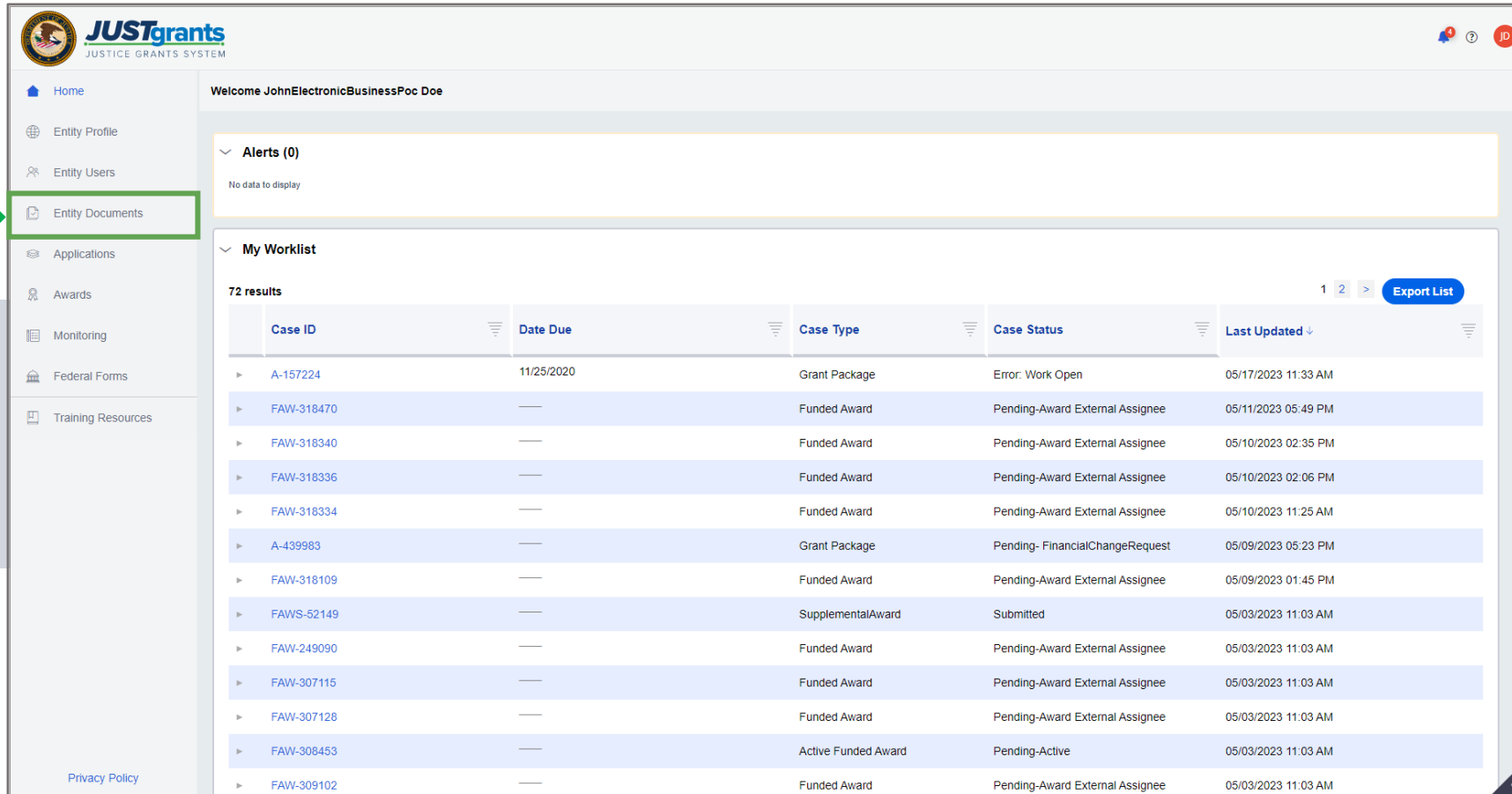
Time	Description	Performed by
5/10/23 10:43 AM	Faith Based has been updated	justgrants026@gmail.com
5/10/23 10:43 AM	Law Enforcement has been updated	justgrants026@gmail.com
5/10/23 10:41 AM	Faith Based has been updated	justgrants026@gmail.com
5/10/23 10:41 AM	Law Enforcement has been updated	justgrants026@gmail.com
5/10/23 10:33 AM	Legal address has been updated	justgrants026@gmail.com
5/9/23 7:14 PM	Law Enforcement has been updated	justgrants026@gmail.com
5/9/23 7:14 PM	Law Enforcement has been updated	justgrants026@gmail.com
5/5/23 12:58 PM	Faith Based has been updated	DMAAppAdmin
5/5/23 12:58 PM	Law Enforcement has been updated	DMAAppAdmin
5/3/23 2:38 PM	Faith Based has been updated	justgrants026@gmail.com

1 2 3 Next

A blurred photograph of a modern office interior. In the foreground, a person is seated at a white table, their back to the camera. In the background, several other people are seated at wooden tables, engaged in conversation or work. The scene is brightly lit, likely by large windows, creating a soft, out-of-focus atmosphere.

## Entity Profile

# Maintain Entity Documents



JUSTgrants  
JUSTICE GRANTS SYSTEM

Welcome JohnElectronicBusinessPoc Doe

Alerts (0)  
No data to display

My Worklist  
72 results

Case ID	Date Due	Case Type	Case Status	Last Updated
A-157224	11/25/2020	Grant Package	Error: Work Open	05/17/2023 11:33 AM
FAW-318470	---	Funded Award	Pending-Award External Assignee	05/11/2023 05:49 PM
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# Maintain Entity Documents

**JUSTgrants**  
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Federal Forms  
Training Resources

**Documents - JGII Test Org25 JGII Test Org25**

This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

Add New Document

File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
PRCR_Test.docx					05/31/2023	JohnElectronicBusinessPoc Doe
DCM Account Approval Form (Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
<b>Document Notes</b> DY_020421						
EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
AwardPackage Creation.docx		11/1/2020	11/1/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

Privacy Policy





# Maintain Entity Documents

**JUSTgrants**  
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▶	DCM Account approval Form(Data Migration) 07.28.20.pdf		2/4/2021	2/28/2021	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
▶	AwardPackage Creation.docx		11/1/2020	11/11/2020	2019	11/04/2020	JohnElectronicBusinessPoc Doe
▶	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf		11/5/2020	11/21/2020	2021	11/04/2020	JohnElectronicBusinessPoc Doe

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# Maintain Entity Documents

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	<a href="#">EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf</a>					02/04/2021	JohnElectronicBusinessPoc Doe
	<a href="#">AwardPackage Creation.docx</a>					11/04/2020	JohnElectronicBusinessPoc Doe
	<a href="#">OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf</a>					11/04/2020	JohnElectronicBusinessPoc Doe

#### Add Document to Repository

[Select file](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

# Maintain Entity Documents

The screenshot displays the JUSTgrants Justice Grants System interface. A modal window titled "Add Document to Repository" is open, allowing a user to upload a document. The modal includes a "Select file" button, a list of recommended file types (PDF, Microsoft Word and Excel), and a file selection area showing "PRCR\_Test.docx". Below the file selection, there are input fields for "Begin Date" and "End Date", dropdown menus for "Federal Fiscal Year" and "Category", and a "Notes" text area. At the bottom of the modal are "Cancel" and "Submit" buttons. A green arrow points to the "Submit" button. The background shows a list of documents with columns for "File Name", "Created Date", and "Uploaded By".

File Name	Created Date	Uploaded By
DCM Account approval Form (Data Migration).07.28.20.pdf	02/04/2021	JohnElectronicBusinessPoc Doe
EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf	02/04/2021	JohnElectronicBusinessPoc Doe
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[Add New Document](#)

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▶	EO-56-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf		2/4/2021	2/4/2022	2021	02/04/2021	JohnElectronicBusinessPoc Doe
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# Justice Grants

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**The Justice  
Grants Website**  
has so much  
more!

- **Topic Specific Training Resources**
- **User Support Information**
- **News and Updates**

# JustGrants Training Resources

## Organized by Topics

The screenshot shows the 'Training Overview' page on the JustGrants website. At the top, there is a navigation bar with links for 'JustGrants Login', 'FAQs', 'COPS Office', 'OJP', and 'OVW'. Below this is a search bar and a menu with options like 'About', 'Training', 'Resources', 'User Support', 'Library', and 'News & Updates'. The main heading is 'Training Overview'. Below the heading, there is a paragraph explaining that the Department of Justice (DOJ) has provided self-guided eLearning videos and infographics to help users navigate management tasks. It also mentions 'Virtual Q&A Sessions' and provides contact information for the 'JustGrants Training team' and 'JustGrants User Support'.

A grid of 12 topic-based training resource tiles, each with an icon and a title:

- Entity Management
- Entity User Experience
- Application Submission
- Grant Award Acceptance
- Award Management
- Grant Award Modifications
- Financial Reporting
- Performance Reporting
- Monitoring
- Closeout
- Virtual Q&A Sessions
- Resources

## Job Aid Reference Guides

The image shows the cover of the 'Entity Management Job Aid Reference Guide' and a screenshot of the system interface. The cover features the JustGrants logo and the title 'Entity Management Job Aid Reference Guide'. The screenshot shows a user interface with a sidebar menu and a main content area displaying a table of data.

### Entity Management Overview

This Entity Management JARG:

- describes the roles and responsibilities of the Entity Administrator (EA).
- clarifies how JustGrants uses data from other federal systems.
- reviews the six (6) JustGrants user roles and their respective duties.
- introduces the four (4) Equal Employment Opportunity Program (EEO) user roles.
- explains the process of managing entity users, roles, and assignments.
- provides instruction around planned or unplanned changes to the EA.
- illustrates the process to maintain and update entity-level information and documents.

Entity Management | 7



# JustGrants *Technical Support*

Applicants and award recipients that need technical support or need to report issues with JustGrants should contact:

## Contact Information

### COPS and OJP

JustGrants.Support@usdoj.gov

*Or*

(833) 872-5175

*Monday – Friday: 7:00 AM and 9:00 PM ET  
Weekends & Federal holidays: 9:00 AM to 5:00 PM ET*

### OVW

OVW.JustGrantsSupport@usdoj.gov

*Or*

(866) 655-4482

*Monday – Friday: 7:00 AM and 5:00 PM ET*





# Upcoming Sessions



[JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions](https://JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions)



Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

*KEY AUDIENCE:* Grant Award Administrators, Entity Administrators, Financial Managers



Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE:* Entity Administrators



Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:30 PM

*KEY AUDIENCE:* Entity Administrators, Application Submitters, Authorized Representatives



Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE:* Entity Administrators, Authorized Representatives

Thank you!

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**JUST**grants  
JUSTICE GRANTS SYSTEM